

**OMEGA CHAPTER
NEW YORK STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
STANDING RULES**

I. *Omega* Chapter Officers and Responsibilities:

A. Officers:

1. The *Omega* Officers shall be President, First Vice President, Second Vice President, Secretary (*all elected*) and Treasurer (*appointed by the Executive Board*).
2. The term of each elected Officer shall be two years or until a successor is named. No Officer except the Treasurer and the Secretary may serve longer than two terms in succession.

B. Responsibilities:

1. President:

- a) She shall act as Presiding Officer at regular and called meetings and direct the activities of the organization.
- b) She shall act as Chair of the respective Executive Board.
- c) She shall appoint a Parliamentarian from the membership.
- d) She, with the Secretary or Treasurer, shall execute all legal documents pertaining to the organization and authorized by the Executive Board.
- e) She shall sign all *Omega* Dinner Expense Agreements.
- f) She, with the Treasurer, shall have the authority to deposit and withdraw monies and sign checks.
- g) She shall approve for payment all expense claims.
- h) She shall prepare an agenda for the Executive Board meetings and for each regularly scheduled Chapter meeting.
- i) She shall serve as member of the State Executive Board and shall participate in all its meetings.
- j) She shall represent the Chapter at all meetings and workshops of the State Organization and whenever possible, Area and Regional Conferences.
- k) She shall appoint all Standing and Special Committees.
- l) She shall fill by appointment all vacancies in office.
- m) She shall issue invitations to the prospective initiates and include a Society Information Brochure.
- n) She shall serve as *ex officio* member of all Committees except Nomination.
- o) She shall obtain and make available the State Directory.
- p) She shall prepare a digital and hard copy record of her Biennium to be added to the Chapter History. This report will include an updated listing of Presidents and a membership report documenting changes made during that biennium.
- q) She shall be responsible for dissemination of all materials sent to her to Committee Chairs.
- r) She shall appoint two members to the Audit Committee to audit the Treasurer's

books yearly during the month of July. This Committee shall not include the Treasurer or any member of the Finance Committee.

- s) She shall appoint a member to serve as liaison for the U.S. Forum.
- t) She shall take an inventory by checking the file received from predecessor which should contain:
 - (1) Constitution (*latest edition*)
 - (2) Handbook (*latest edition*)
 - (3) Society Information Brochure
 - (4) Our Heritage Volumes I and II (*History of the Society*)
 - (5) International Directory (*latest edition*)
 - (6) Pi State BYLAWS & Standing Rules
 - (7) Current Song Book
 - (8) Copies of the reports of the Chapter President and Committee Chairs for the past Biennium
 - (9) Copies of report forms. These forms are also available on State or International web sites (*on line*):
 - (a) Report of the Death of a Member
 - (b) Application for Transfer
 - (c) Termination of Membership
- u) She will ensure that Committee Chairs have the latest edition of publications necessary to carry out their duties.
- v) She shall become familiar with her duties, the procedures and program of the Society and the business that the Chapter has transacted previously by studying materials and by attending Conferences, Conventions and Workshops. To assist her in the performance of her duties, the President will receive:
 - (1) The bimonthly DKG Society International Newsletter - *Presidents' Page*
 - (2) Communications from the State President in mail and email
 - (3) Bulletins and communications from State Chairs. (These should be forwarded to the Chapter Chairs.)
 - (4) Program materials
 - (5) Minutes of State Executive Board Meetings
 - (6) Report forms
- w) She shall be responsible for presenting the President's pin to the incoming President at the time of installation.
- x) She shall take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next meeting.
- y) She will host a luncheon of **all Omega's** Past Presidents in the summer after the conclusion of her biennium.

2. First Vice President:

- a) She shall act as the Chair of the Educational Excellence Committee that includes the Chairs of Ceremonies, Cheer, Fundraising, Legislation, Music, Personal Growth and Services, Professional Affairs, Program,

- the Second Vice President and the Immediate Past President.
- b) She shall formulate a program plan with the Educational Excellence Committee to be distributed at the June meeting.
 - c) She shall serve as Presiding Officer in the absence of the President and in the event of the resignation or death of the President, shall succeed to the office of the President and shall serve until the next regular election of officers.
 - d) She shall perform such duties as assigned to her by the President or Executive Board to be distributed at the June meeting.

3. Second Vice President:

- a) She shall automatically succeed to the office of President in the event of the resignation or death of both the President and the First Vice President.
- b) She shall be responsible for setting up the Hostess Committee list for each meeting to be distributed at the June meeting.
- c) She shall be responsible for ordering nametags.
- d) She shall be responsible for coordinating the "Pink Pig" program.
- e) She may be asked to fulfill certain additional assignments as the President or the Executive Board directs.
- f) She shall be in charge of the returned keys and Presidents' bars of deceased or resigned members.
- g) She shall be responsible for the United States and Chapter Flags being set up for Chapter Meetings.

4. Secretary:

- a) She shall keep minutes of each Chapter meeting and furnish the President with a copy of such minutes within two weeks after each meeting.
- b) She shall serve as Secretary to the Executive Board.
- c) She may be asked to fulfill certain additional assignments as the President or the Executive Board directs.
- d) She shall be responsible for the maintenance of the past minutes of the *Omega* Chapter.
- e) Her file shall contain copies of all Committee reports from each meeting.

5. Treasurer:

- a) She shall receive and pay all monies belonging to the organization.
- b) She shall keep an accurate account of receipts and expenditures.
- c) She shall keep a file of receipts, bills, cancelled checks and bank statements.
- d) She shall present a report at each regular meeting with copies for the President, the Secretary and the Treasurer's files.
- e) She shall submit for annual audit the accounts of the organization.
- f) She shall serve as *ex officio* member, without vote, on the Executive Board.

- g) She shall serve, *ex officio*, in the process of budget development and supervision of the Chapter's finances.
- h) She shall purchase gifts for all retirees.
- i) She shall obtain the President's bar and guard in time for installation.
- j) She shall complete and file all financial reports mandated by State and International.
- k) She shall keep a permanent file on membership, including terminations, inductees and reinstatements.

6. Parliamentarian:

- a) She shall act as advisor to the officers and members of her organization in matters pertaining to interpretation of the Constitution and to Parliamentary procedure.
- b) She shall serve as an *ex officio* member, without vote, on the Executive Board.
- c) She shall update the *Omega* Chapter Standing Rules each Biennium, if necessary, and provide an updated copy to each member.

II. Nominations Committee:

A. Committee Structure:

- 1. The Nominations Committee shall consist of at least four members appointed by the President, one of whom shall be the Immediate Past President.

B. Nominations Procedure:

- 1. The Nominations Committee shall inform the membership that no officer automatically assumes another position.
- 2. No later than the November meeting of the second year of a Biennium, the Nominations Committee shall request written recommendations from the membership.
- 3. At the November meeting, the Nominations Committee shall submit the name of one nominee for each elected office to the membership. The nominee for election to the position of Area Council Member-at-Large will be submitted to the membership for election and will take office at the end of the first Biennium. Prior consent of each nominee must be obtained.
- 4. After the slate of officers and Area Council Member-at-large has been presented to the membership, additional nominations may be made from the floor with the consent of the nominee.

C. Voting:

- 1. The election will take place, preferably at the November meeting but no later than the April meeting.

D. Election Procedure:

1. Election shall be by ballot or absentee ballot within two weeks of the approval of the slate of officers.
2. Although the President conducts the election, the Nominations Committee prepares the ballots and tallies the result.

III. Meetings:

- A. The quorum for Chapter business shall constitute thirty percent of the total active membership.
- B. Regular meetings of the Chapter shall be held at least six times a year.

IV. Executive Board:

- A. The *Omega* Chapter Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Immediate Past President and all Committee and Sub-Committee Chairs. The Treasurer shall serve as *ex officio* member without vote. The Parliamentarian shall serve as *ex officio* member without vote.
- B. Executive Board meetings shall be held a minimum of twice a year. The President may call special meetings.
- C. A quorum shall be a majority of voting members of the Board.
- D. The Executive Board shall:
 1. Recommend policies and procedures for consideration by the entire membership.
 2. Examine and modify, if necessary, the Chapter budget prior to its being presented to the membership for vote.
 3. Appoint a Chapter Treasurer.
 4. Determine the date and place for the meetings of the next biennium to be distributed to the membership in June.
 5. Act in the interim between meetings upon matters requiring immediate decisions.

V. Finances:

A. Annual Dues and Fees:

1. The *Omega* Chapter annual dues shall be determined by the Executive Board in consultation with the Finance Committee and approved by the membership.
2. Annual dues and fees shall be paid by June 1st. (The fiscal year is July 1 through June 30.)
3. By May 1st, the Treasurer or the sponsor of a delinquent member (at the Treasurer's request) shall make a personal contact with said member to

determine whether the failure to pay dues is an oversight and to remind the member of the deadline.

4. On July 1st, members shall be dropped for nonpayment of dues and fees and shall be notified of such action.
5. The Chapter Treasurer shall collect all dues and fees from active, reserve and collegial members. State and International dues and fees shall be forwarded to the State Treasurer.

B. Financial Controls:

1. At the August Executive Board meeting, the Chair of the Finance Committee shall present to each member of the Executive Board, for approval, the budget prepared by the Finance Committee in consultation with the Treasurer.
2. The budget shall be presented at the September meeting by the Chair of the Finance Committee to the membership for its approval.
3. Money shall be budgeted for each *Omega* Chapter Committee.
4. In the absence of the current Treasurer, the Immediate Past Treasurer or President shall have signing privileges for deposits and payments from the checking and savings accounts.
5. The Executive Board shall approve unexpected expenses incurred, which exceed fifty dollars over the budgeted amount.
6. In August, the Audit Committee shall present the annual audit to the Executive Board for approval and in September to the membership for approval.
7. The Financial Committee will over-see the process of donating money to other organizations.
 - a) The organization will fill an educational need
 - b) Improve the lives of women
 - c) Help women with children develop the skills necessary to raise children ready to learn
 - d) Balance donations between local, county, and state
 - e) Be given only to organizations that have a record of longevity and effectiveness

VI. Committees:

A. Standing Committees shall be:

1. **Society Business Committees**
 - a) Communications & Publicity
 - (1) Historical Records & Scrapbook
 - (2) Chapter Website
 - (3) Chapter Newsletter
 - b) Finance
 - c) Membership & Expansion
 - d) Nominations
 - e) BYLAWS & Rules
 - f) Audit

2. Society Mission and Purposes Committees

- a) Educational Excellence
 - (1) Ceremonies
 - (2) Cheer
 - (3) Fundraising/Auction
 - (4) Legislation & U.S. Forum
 - (5) Personal Growth and Service
 - (6) Professional Affairs
 - (7) Arts & Music
 - (8) Program
- b) Scholarship/Grants-in-Aid/Stipend
- c) World Fellowship

B. General Procedure:

1. Matters requiring immediate Committee action may be voted on by mail, email, phone or fax. All members shall be notified.
2. Overall responsibilities of each Committee shall be as specified in the latest editions of the Delta Kappa Gamma Society International Handbooks, New York State Organization BYLAWS or New York State Organization Standing Rules.
3. To facilitate an even flow of information, one member of each Committee should be retained for the incoming Biennium.
4. Forms requested by International, and New York State Organization shall be completed by Committee Chairs and submitted by the due date to the persons designated on the form.
5. Each Committee Chair shall have in her possession a red notebook containing past records, duties and current procedure.

VII. Policies and Procedures:

A. Meetings:

1. All facilities must be handicapped accessible.
2. The Chapter shall remember the Charter members biennially and honor those who have been members for years in multiples of five annually.
3. Information about The Delta Kappa Gamma Society International as means of reviewing the present and past history of the Society shall be shared.
4. A list of responsibilities for Hostesses for each meeting shall be available from the Second Vice President. A copy of the evening's agreement with the restaurant (*or other*) will be sent to the President, Second Vice President and Treasurer prior to the President emailing/ mailing the Dinner Reservation Form.
5. Speakers:
 - a) All speakers will receive dinner, a modest gift and a thank-you note from the First Vice President.
 - b) The State President or the visiting State Officer or representative will receive a red rose.

B. Members:

1. Voting for new members will be held in the November meeting of the second year of the biennium. The Initiates Tea of Brunch and induction will follow.
2. When a prospective member receives her invitation to join *Omega* Chapter, the person(s) signing her recommendation form will be her sponsor(s). The sponsor(s) will also be responsible for involving the new member in Committee work and for encouraging her to become an active member. The President and Membership Committee are responsible for her Orientation to the Society.
3. Prospective members must be professionals with at least five years of experience in the field of education to be nominated as new members.
4. To nominate new members, a member must have three years of membership in Delta Kappa Gamma.
5. Only applications received on or before the deadline shall be considered.
6. The Chapter shall maintain continuous alertness, in preparation for expanding the Chapter or for forming a parallel Chapter if necessary, in order to serve the area adequately.

B. Membership Pins:

1. Key pins from deceased members belong to *Omega* Chapter.
 - a) A member of *Omega* Chapter who has lost her key may pay the Chapter a life time use fee of twenty dollars on acceptance of the key.
 - b) If the replaced key is lost, the member shall pay the Chapter thirty dollars.
 - c) If there is a request for a certain deceased member's key that is available, the pin will be given in the following order:
 - (1) Female relative
 - (2) Former student
 - (3) Former teacher
 - (4) Former co-faculty member
 - (5) Same school district
 - d) If there are more requests for keys than pins available, they will be given according to seniority by number of years of membership in *Omega* Chapter.
 - e) If a new member meets one of the qualifications in 1.c) above, and would like to rent a key, she must make her request in writing to the Second Vice President stating the reason. If there are more requests than pins available, the order of requests will be honored.
2. The President's bar should be returned to the *Omega* Chapter upon her death or resignation.
3. The Second Vice President of *Omega* Chapter will be responsible for all bookkeeping and storage of pins. Safe deposit boxes are not recommended.
4. *Omega* Chapter has key cards printed stating that at the death of a member the

pins (*key and/or President's bar*) should be returned to *Omega* Chapter. Each member will receive a card to be placed with the pin.

5. In case of the loss of a member through death or the discontinuance of membership for any reason, *Omega* Chapter may offer twenty-five percent of current cost of the pin. The Executive Board will determine the usage of these pins.

D. Committees:

1. In listing, the first person named shall be designated Chair.
2. Each Committee Chair and all Officers shall prepare a file of communications and reports to submit to their successors, placed in a red notebook.
3. The Cheer Committee shall send cards to members of the *Omega* Chapter who are ill, bereaved or in need of any kind of attention.
4. The membership committee shall be responsible for polling members to determine the Woman of Distinction and communicate the outcome of the poll to the President.
5. Upon the death of a member's parent, spouse and/or child, *Omega* Chapter shall send one red rose and a card of sympathy. For the death of an *Omega* member, the Chapter shall send a card of sympathy and one dozen red roses in time for calling hours. If no calling hours are held, the roses will be sent to the next of kin.

E. Finances:

1. Each member shall pay fifty cents at each meeting if she is not wearing her key pin; and fifty cents if she is not wearing her nametag.
2. One person, designated alphabetically, will bring a gift for the "Pink Pig."

F. Contributions:

1. Upon the death of an *Omega* Chapter Member, the Chapter Treasurer will send twenty-five dollars in her memory to Pi State Educational Foundation and a twenty-five-dollar donation to an appropriate charity or organization of the family's choice.

G. East Central Area Council:

1. The East Central Area Council consists of *Omega*, *Alpha Tau*, *Beta Delta* and *Beta Theta*.
2. The President and one member elected by the Chapter shall be members of the East Central Area Council for two years.
3. A member shall serve no more than two consecutive terms.

H. Activity:

1. Monetary grant(s) will be awarded to a qualified high school student(s) pursuing a degree in education from *Omega's* respective school districts.

2. Stipend(s) may be awarded to qualified *Omega* Chapter Officer(s), Committee Chair(s) or Representative(s) to help defray the cost of attending International, State, Regional, U.S. Forum or United Nations Conferences or Meetings.
3. Application is made to the Scholarship Chair.

I. Parliamentary Authority:

1. Roberts Rules of Order Newly Revised (*current edition*) shall govern the proceedings of *Omega* Chapter in all instances not provided for in the International Constitution, the New York State Organization BYLAWS & Standing Rules and *Omega* Standing Rules.

J. Amend Standing Rules:

1. Proposal to amend or rescind *Omega* Chapter Standing Rules shall be approved by a two-thirds vote of the Executive Board before presentation to the membership. Standing Rules may then be adopted at any regularly scheduled meeting by a majority vote of members present. Printed or emailed copies shall be given to the membership.
2. If any International or State Standing Rules are adopted at any Convention or Executive Board meeting causing them to be in conflict with *Omega* Standing Rules, then *Omega's* Standing Rules shall be amended to conform to International and the New York State Organization Standing Rules.

k. Dissolution:

In the event of the dissolution of *Omega* Chapter:

1. The Chapter Executive Board shall consult with the New York State Executive Board for approval for dissolution and to determine the specific procedures for Chapter dissolution in accordance with the incorporation laws of the New York State Organization and International BYLAWS & Standing Rules.
2. All Chapter liabilities and obligations shall be paid and satisfied. All assets remaining after satisfaction of all liabilities and obligations shall revert back to the New York State Organization.